NIDDK | NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE AND KIDNEY DISEASES

Emergency Management News (EM News)

New Feature in AlertNIH System Requires Action by Staff!

Next week, Institute staff will be receiving instructional guidance on how to verify and if necessary, update their contact information stored within the NIH Enterprise Directory (NED). The guidance will be sent via email from NIDDK's Emergency Coordinator, Walter Mitton. Due to recent system advancements, NED now automatically updates the AlertNIH Emergency Notification System, with employees' work contact information.

The guidance will include step-by-step instructions so employees can self-verify and update their contact information listed in NED. **In addition, the instructions will include information for those employees who have both a main and a direct work phone number.** The number entered in the new *direct number* field will ONLY be used by the AlertNIH System; **NOT** the NIH email system. This new data field will prevent multiple employees (who share a main number) from being called by the AlertNIH system on a single phone line. Instead, employees will receive the AlertNIH message on their direct phone line; a more effective method for emergency communications.

> **Important note 1:** The direct work number is not captured by the NIH email system or Global Access List (GAL); the direct number field within NED is ONLY captured by AlertNIH.

Lastly, the instructional guidance will include information on how employees can **opt in** to having their personal contact information entered into a newly created section of NED entitled, *AlertNIH Notifications*. Employees **may choose** to enter their personal contact information into the AlertNIH system, if they want Institute emergency notifications to be sent to their **personal** phones, mobile phones, email addresses, and/or BlackBerrys.

> **Important note 2:** The NIH Division of Emergency Preparedness and Coordination (DEPC) completed the Privacy Impact Assessment (PIA) for the AlertNIH system. Since the system was cleared for storing personal home, mobile, and other portable device information, each NIDDK employee now has the ability of entering his or her personal contact information into the alert system via NED. **You are NOT required to enter personal information into this system.** Please peruse the AlertNIH (sendwordnow.com) Privacy Policy prior to opting in to having AlertNIH send emergency messages to your personal communication devices.

Notice

Accessibility

The Web sites at the National Institute of Diabetes & Digestive & Kidney Diseases (NIDDK) are currently being modified so that they may be accessible to all users and compatible with screen readers and other assistive technologies in order to comply with the Section 508 Standards. This is an on-going process. It is possible that you may encounter problems when accessing

this e-newsletter. If this is the case and you would like additional help accessing or understanding information on the Web page, please contact Walter Mitton or Brad Felton via email or by calling (301) 594-3888.

Contact

If you have questions or comments relating to this news flash or NIDDK's emergency preparedness information, please contact Walter Mitton or Brad Felton via email or by calling (301) 594-3888.